

## **COURSE GOALS**

**The successful student will have achieved the following goals upon completion of the course EDAD 570 Supervision of Instruction:**

1. To develop a concept of supervision that is compatible with the needs of students, teachers, the community, society at large, and their own personalities.
2. To assess the major issues in educational supervision today.
3. To demonstrate skill in classroom preparation that helps teachers plan for instruction.
4. To identify the characteristics of effective teaching.
5. To evaluate the effectiveness of instruction in the classroom.
6. To compare and contrast classroom management theories and practices.
7. To identify the supervisor's role in curriculum development.
8. To describe the supervisor's role in the evaluation of the curriculum.
9. To evaluate the effectiveness of teacher in-service programs.
10. To develop and use a teacher self-appraisal instrument, an instrument for student evaluation of teacher performance, and an instrument for parent evaluation of teacher performance.
11. To further develop leadership skills needed by the supervisor.
12. To demonstrate skill in helping teachers on a one-to-one basis.
13. To develop a comprehensive appraisal of teacher performance.
14. To identify future issues and developments in educational supervision.
15. To work in a cooperative setting with the other members of the class.

## COURSE REQUIREMENTS

### I. Class Participation

- A. Students are expected to eagerly participate in the classroom activities.
- B. Points will be awarded for active participation, so each student needs to be prepared to discuss the topic for the day as well as other issues brought up in class.

### II. Attendance

- A. The faithful meeting of and arrangement for appointments is a character trait the School of Education seeks to nurture. Each student, therefore, is expected to attend all classes.
- B. Students who miss one or more class sessions may not be able to earn all class participation points. Any exceptions, such as illness, must be worked out with the instructor.

### III. Assignments

- A. Written assignments are to be typed, double-spaced with one-inch margins, and aesthetically appealing.
- B. The following list constitutes the written assignments for the course. The due dates for these assignments are also listed on the daily schedule.
  1. **My Favorite Supervisor. Due July 23.** The best educational supervisors are distinguished from the rest by unique characteristics. The student, in order to focus her/his vision of instructional supervision, is to write a two to three page paper describing her/his favorite supervisor. The paper should focus on the reasons why this individual became the student's favorite supervisor and the characteristics that made the supervisor an outstanding professional.
  2. **Reading Reports.**
    - a. Each student must read and summarize fifteen articles on the supervision of education and develop an annotated bibliography either on 3X5 cards or computer.
    - b. Five reports are due on each of the following dates:
      - **July 24**
      - **July 31**
      - **August 7**
    - c. Each report must contain the following information:

- Student's name
  - Title of the author and article
  - Journal, date, and pages
  - Short summary of the article (4-5 sentences)
3. **Case Study 1: "I Plan Carefully Everyday." Due July 25.**
  4. **Case Study 2: "Dear Super..." Due July 30.**
  5. **Vision of Instructional Supervision. Due August 1.** The student is to focus her/his vision of instructional supervision by exploring the infinite possibilities for the classroom, the possible futures for education and the potential of supervision. This vision is to be written into a three to four page statement which uses the "senses" to illustrate the vision. Statements that begin with phrases such as "I feel, I see, I hear..." would be an appropriate format to use.
  6. **Reflective Journaling. Due August 6.** The student is to read one book on the Supervision of Instruction. The book may be one listed in the bibliography or it may be one of the student's own choosing. The student is to write a four to six page reflective journal on the book. The journal should reveal the reader's reactions to the book. The journal should address questions such as: "What did I agree (disagree) with, What did I like (dislike), What this has inspired me to do (not to do), etc."
  7. **Project. Due August 7 or 8.**
    - a. The student is required to construct one project during the quarter and make an in-class presentation on his/her research.
    - b. The subject matter of the project may deal with any aspect of instructional supervision.
    - c. The length of the project should be 10-12 pages.
    - d. The student should have the project topic approved by the instructor by **July 24.**
    - e. The final copy of the project must be submitted on either August 7 or 8 depending on which day the oral presentation is made.
    - f. The class presentation should be 30-35 minutes in length.
    - g. The grade for the project will be broken down as follows:
 

|      |   |     |
|------|---|-----|
| i.   | Scope and Completeness of the Project                                     | 25% |
| ii.  | Research Validity   | 15% |
| iii. | Professional Quality of Report  | 15% |
| iv.  | Writing Style   | 25% |
|      | - Core Concepts   |     |
|      | - Understandable Language   |     |
|      | - Correct Spelling and Punctuation  |     |
|      | - Approved Format   |     |
| v.   | Timeliness of Report and its Contribution to the Larger Body of Knowledge | 10% |
| vi.  | In-Class Presentation   | 10% |

#### IV. Evaluation

- A. The students' final grades will be based upon scores obtained from the written work listed in III above and class participation.
- B. The breakdown of grades will be as follows:
- |    |                     |             |
|----|---------------------|-------------|
| 1. | Favorite Supervisor | 05%         |
| 2. | Reading Reports     | 10%         |
| 3. | Case Study #1       | 05%         |
| 4. | Case Study #2       | 05%         |
| 5. | Vision Statement    | 10%         |
| 6. | Reflective Journal  | 10%         |
| 7. | Project             | 50%         |
| 8. | Class Participation | 05%         |
|    | <b>TOTAL</b>        | <b>100%</b> |
- C. Students will be assigned the letter grades of A, B, or C, depending on the quality of the work listed above. Plus and minus marks may be added.

### DAILY SCHEDULE

| DATE     | TOPIC  | WRITTEN WORK                       |
|----------|--|------------------------------------|
| July 21  | Introduction<br>What Is Supervision?                 | None                               |
| July 22  | Issues In Supervision                                | None                               |
| July 23  | Helping Teachers Plan for<br>Instruction             | My Favorite<br>Supervisor          |
| July 24  | Helping Teachers to<br>Present Instruction           | 5 Reading Reports<br>Project Topic |
| July 25  | Helping Teachers Evaluate<br>Instruction             | Case Study #1                      |
| July 28  | Helping Teachers with<br>Classroom Management        | None                               |
| July 29  | Helping Teachers to Plan<br>and Implement Curriculum | None                               |
| July 30  | Helping Teachers Evaluate<br>the Curriculum          | Case Study #2                      |
| July 31  | Helping Teachers Through<br>In-service Programs      | 5 Reading Reports                  |
| August 1 | Helping Teachers to<br>Work Together                 | Vision Statement                   |
| August 4 | Helping Teachers to<br>Evaluate Themselves           | None                               |

|          |  |  |
|----------|--|--|
| August 5 | Helping Teachers on a One-to-One Basis                       | None   |
| August 6 | Summative Assessment of Teacher Performance                  | Reflective Journal                               |
| August 7 | Improving Instructional Supervision<br>Project Presentations | 5 Reading Reports<br>Project if Presenting Today |
| August 8 | Project Presentations  | Project if Presenting Today                      |

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